

## Equal Opportunity Facility. FAC: 6100

CATCODE: 610911

OPR: AF/A1S

OCR: N/A

Updated 10 Apr 2023

1.1. **Description.** Facility supports the Air Force Equal Opportunity (EO) program. The EO program provides outreach, training, dispute resolution, complaint processing, reasonable accommodation, personal assistance, human relations education, affirmative employment, and other related services. The EO facility is configured to specifically support these activities.

1.2. **Requirements Determination.** Each installation requires an Equal Opportunity facility. The facility should be in a central location with access and convenience to the Wing Staff offices, enlisted dormitory facilities, and other base offices that may refer personnel to the Equal Opportunity office.

### 1.3. Scope Determination.

1.3.1. Provide lecture/seminar classrooms with room dividers used primarily for Equal Opportunity/Human Relations instruction. Other uses include training, committee meetings, councils, and associated forums involved in social action work. Rooms should be specifically designated to accommodate “state of the art” audio- visual equipment modeled after base education classrooms. Ensure adequate space for use of audio-visual aids and experimental training exercises.

1.3.2. For each authorized Social Actions position, provide a Type D office. Provide one Type C office for mediation. See **Table 1.1**

1.4. **Dimensions.** See **Table 1.1.**

### 1.5. Design Considerations.

1.5.1. Sound proofing is necessary between administrative offices and consultation areas.

1.5.2. The facility requires special consideration to provide features that promote accomplishment of program objectives. This involves providing an environment that visitors perceive as non-threatening and one that encourages free access and expression. From a design standpoint, this means that counseling rooms require floor- to-ceiling walls to ensure privacy. The interior design should create an environment that has a non-institutional character.

**Table 1.1. Authorized Spaces for Equal Opportunity Facility.**

| Offices/Functions          | Office Type                                   |     |
|----------------------------|-----------------------------------------------|-----|
|                            | See FC-6, CG-61 Admin Overview Tables 3.1/3.2 |     |
|                            | m2                                            | ft2 |
| <b>Private Offices</b>     |                                               |     |
| Chief of Equal Opportunity | D                                             |     |

|                                                              |                       |       |
|--------------------------------------------------------------|-----------------------|-------|
| Equal Opportunity Counselor                                  | D                     |       |
| <b>Open Offices</b>                                          |                       |       |
| Supervisors (Non-Counselors)                                 | E                     |       |
| Full Time Staff (Non-Counselors), Contractors (>40hr or FTE) | F                     |       |
| Contractor (<25% of FTE) or IMA/Reservist (< 25% of FTE)     | H                     |       |
| Limited Admin, Drop-in Task Stations/Testing Stations/Kiosks | H                     |       |
| <b>Special Purpose Spaces</b>                                |                       |       |
| Counseling/Meditation/Training Rooms (20 seats)              | 37.16                 | 400   |
| Discussion room                                              | 13.9                  | 150   |
| Break Room (3 SF per full time staff)                        | See FC-6, CG-61 Admin |       |
| Waiting Areas (per person)                                   | 1.86 m <sup>2</sup>   | 20 sf |
| NOTES:                                                       |                       |       |
| 1. See Tables 1.2 through 1.4 in CG 6 Admin Overview.        |                       |       |